



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**FW: Conference call subscription**

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**William Harrison** (b) (6)

Thu, Jan 28, 2021 at 10:22 AM

To: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

Cc: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;, Cheryl Williams - WPMABH &lt;cheryl.d.williams@gsa.gov&gt;

Yes, this expense is approved. Could you please have the registration under my email?

Thanks,

Beau

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Thursday, January 28, 2021 at 11:21 AM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Subject:** Re: Conference call subscription

Good morning Beau,

We were given the okay to purchase the GoToMeeting subscription with the appropriated funds.

Does your email serve as approval to go ahead with this order of \$14/month plus any applicable taxes for 6 months?

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Wed, Jan 27, 2021 at 3:53 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

We will check.

Sent from my iPhone

On Jan 27, 2021, at 4:32 PM, William Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – would we be able to purchase a subscription to the Go To Meeting Professional Plan?

Thanks,

Beau

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**From:** Eliza Thurston (b) (6)  
**Date:** Wednesday, January 27, 2021 at 11:24 AM  
**To:** William Harrison (b) (6)  
**Subject:** Conference call subscription

Beau,

Will GSA cover the cost of a conference line subscription? The cost for a monthly "Professional Plan" subscription is \$14/month.

<https://www.gotomeeting.com/meeting/pricing>

Eliza Thurston

(b) (6)



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**Fwd: Quote for (b) (5)****William Harrison** (b) (6)

Mon, Jan 25, 2021 at 3:27 PM

To: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Cc: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

Approved - please move forward with the order. Thank you.

Get [Outlook for iOS](#)

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**From:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Sent:** Monday, January 25, 2021 3:47:39 PM**To:** William Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Fwd: Quote for (b) (5)

Beau --- attached is the quote for the 5 laptops and monitors. It is approximately \$20,500. Let me know if this is approved and we will move forward with the placing of the order. Thank you, Kathy

----- Forwarded message -----

**From:** Erik Simmons - IDT <erik.simmons@gsa.gov>**Date:** Mon, Jan 25, 2021 at 3:42 PM**Subject:** Fwd: Quote for 9410 2n1**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Cc:** Laurie Schimmel - PQC <laurie.schimmel@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Kathy,

Attached is the new laptop/monitor quote.

If you could let me know if the new amount \$20,457.32 works for the customer, I will update the PR and re-route for funding and contract action first thing tomorrow. I believe you are meeting with them at 4pm.

Thanks.

Erik

----- Forwarded message -----

**From:** (b) (6) @imprestechology.com>**Date:** Mon, Jan 25, 2021 at 3:21 PM**Subject:** RE: Quote for (b) (5)**To:** Erik Simmons - IDT <erik.simmons@gsa.gov>

Good afternoon Erik,

See attached and revised quote to reflect the quantities being request.

Please let me know if you have questions and please knowledge receipt of quote.

Regards,

(b) (6)

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**From:** (b) (6)  
**Sent:** Wednesday, January 20, 2021 7:57 PM  
**To:** 'Erik Simmons - IDT' <[erik.simmons@gsa.gov](mailto:erik.simmons@gsa.gov)>  
**Subject:** RE: Quote for (b) (5)

Erik,

I misspoke and we actually got this approved quicker than anticipated.

Approved SEWP quote attached.

Please let me know if you have questions or if something doesn't look right.

Regards,

(b) (6)

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**From:** (b) (6)  
**Sent:** Wednesday, January 20, 2021 5:17 PM  
**To:** Erik Simmons - IDT <[erik.simmons@gsa.gov](mailto:erik.simmons@gsa.gov)>  
**Subject:** Quote for (b) (5)

Hi Erik,

Hope you're well.

I'm reaching out to you as I was advised to send you a quote for Qty(15) (b) (5)s.

As today is Inauguration Day, the SEWP office is closed and we are unable to have these items approved on SEWP today.

I wanted to get a quote over to you so that you could see the configuration and pricing as those items will remain the same.

I will follow up with you tomorrow with a revised quote that will reflect an approved quote from our SEWP contract.

v/r,

(b) (6)

Account Executive, Civilian

IMPRES Technology Solutions, Inc.

**Transforming *Their* Technology into *Your* Solutions**

SBA HUBZone Certified - ISO 9001:2015

(b) (6) - Mobile

(b) (6) @imprestechology.com



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--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate

(b) (6) (desk)  
(b) (6) (cell)



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**Signature Fonts for \$30.00**

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William Harrison (b) (6)

Tue, Feb 9, 2021 at 3:43 PM

To: Desiree Sayle (b) (6)

Cc: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;, Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Authorization attached!

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**From:** Desiree Sayle (b) (6)**Date:** Tuesday, February 9, 2021 at 3:39 PM**To:** William Harrison (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** Re: Signature Fonts for \$30.00

Thank you! Do you know how long it takes to load the signatures?

**Desiree Thompson Sayle**

(b) (6)

(b) (6)

On Tue, Feb 9, 2021 at 3:38 PM William Harrison (b) (6) wrote:

Approved – thank you. I will draft that letter, and return it this afternoon.

Thanks,

Beau

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Tuesday, February 9, 2021 at 3:36 PM**To:** William Harrison (b) (6)

Desiree Sayle (b) (6)

**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** Re: Signature Fonts for \$30.00

Beau,

Desiree would like to utilize the autopen machine that the Former VP's team has on rent. The total rent for 6 months for this machine is \$(b) (4). This would be \$(b) (4) per office split 50/50.

The first signature will cost \$(b) (4) and includes the cost of the memory card. The second signature will cost \$(b) (4).

If this is approved, Damilic requires a signed letter giving GSA approval to use the signatures on file. Beau, this letter can come from you as a delegated official.

Please let us know if you have any questions.

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Tue, Feb 9, 2021 at 1:20 PM Desiree Sayle (b) (6) wrote:

We will use the ones they have on file.

On Tue, Feb 9, 2021 at 1:59 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:

Good afternoon Desiree,

For the autopen - do you want to use the signatures Damilic already has on file for the Former President and Former First Lady or are you planning on creating new ones? It will be \$(b) (4) per signature either way.

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Tue, Feb 9, 2021 at 12:53 PM Desiree Sayle (b) (6) > wrote:

Kaitlyn, I am working to have this approved this week, just FYI, it will be for both DJT and MT. Additionally, we need to order the sim cards for DJT and MT for the autopen as well. Let me know what you need from me for those?

**Desiree Thompson Sayle**

(b) (6)

(b) (6)

On Thu, Feb 4, 2021 at 4:17 PM Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)> wrote:

Desiree,

Can you get the order form filled out and then we can move this through the approval process?

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Thu, Feb 4, 2021 at 2:45 PM Desiree Sayle (b) (6) wrote:



Per our conversation, the website below is the company we used at the WH. A digital font will be a huge help and would provide some consolation if I have to print out my own postage ;)

<http://www.signature-fonts.com/>

Des

**Desiree Thompson Sayle**

(b) (6)

(b) (6)

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Desiree Thompson Sayle

(b) (6)



**45 Office -- Autopen Authorization.pdf**

59K



February 9, 2021

The Autopen Company  
DAMILIC  
601-7 Dover Road  
Rockville, MD 20850

To Whom It May Concern,

This letter serves as approval and authorization for the GSA to use the signatures are currently on file for President Donald J. Trump and Melania Trump.

Please let me know if you have any questions on this matter.

Sincerely,

(b) (6)

Beau Harrison  
Office of Donald J. Trump



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## One Potomac Yard Cabling Estimate

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William Harrison (b) (6)

Tue, Feb 2, 2021 at 9:18 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Jonah Wainwright (b) (6)  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Sherry Payne - IDTBC <sherry.payne@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>

Approved – thank you

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**From:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

**Date:** Tuesday, February 2, 2021 at 10:16 AM

**To:** William Harrison (b) (6) Jonah Wainwright

(b) (6)  
**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Sherry Payne - IDTBC <sherry.payne@gsa.gov>, Anne Marie Davis - IDTBD <annemarie.davis@gsa.gov>

**Subject:** One Potomac Yard Cabling Estimate

Beau and Jonah --- attached is the revised quote for the One Potomac Yard. The cabling total is \$9,295.53 split 50/50. Ths 50/50 split is \$4,647.77. The total is found at the bottom of page 1. We will not exercise the option for the UPS found on page 2.

Please approve this estimate and we will purchase using the credit card.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

February 2, 2021

**Customer Information**

**Quote:** GSA

**Project:** One Potomac Yard

**Revision:** 3.2

**Job Location:** 2777 Crystal Drive, 12 Floor, Arlington VA

**Pricing**

**Primary Scope of Work**

(b) (4)

Optional Work

(b) (4)

(b) (4)

#### Contact Information

NET100 POC:

(b) (6)

Email: (b) (6) @net100ltd.com

Phone: (b) (6) (Cell)

Client POC:

Erik Simmons

Email: [erik.simmons@gsa.gov](mailto:erik.simmons@gsa.gov)

Signature below indicates acceptance of the proposal detailed above (dated 2.2.2021) and intent to award.

Signature

Purchase Order / Contract Number

Printed Name

Title

Company



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**Beau and Jonah --**

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**William Harrison** (b) (6)

Thu, Feb 11, 2021 at 2:22 PM

To: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;, Jonah Wainwright (b) (6)

Cc: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

Approved – thank you

**From:** Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]**Sent:** Thursday, February 11, 2021 3:20 PM**To:** William Harrison (b) (6); Jonah Wainwright (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Subject:** Beau and Jonah --The cost for the internet service from Comcast is **\$2310.35***The cost would be split 50/50.**\$1155.18 - Outgoing Presidential Transition**\$1155.17 - Outgoing Vice-Presidential Transition*

Please provide your approval and we will purchase on the credit card.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**Re: 2/14/21 - 2/27/21 Payroll Memo Due COB TODAY**

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**William Harrison** (b) (6)

Mon, Mar 1, 2021 at 3:51 PM

To: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

Cc: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Memo attached! Thank you

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Date:** Monday, March 1, 2021 at 12:04 PM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>**Subject:** Re: 2/14/21 - 2/27/21 Payroll Memo Due COB TODAY

Good morning Beau,

As a reminder, the payroll memo is due by COB today.

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Wed, Feb 24, 2021 at 4:31 PM Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt; wrote:

Good afternoon Beau,

Please submit no later than COB Monday.

Thank you,



Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)



**Feb 14 to Feb 27 -- GSA Payroll Memo.pdf**

93K



March 1, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump

Name	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Dan Scavino	(b) (6)	(6)												
Molly Michael														
Nicholas Luna														
Beau Harrison														
Stephen Miller														
Hayley D'Antuono														
Marcia Kelly														
Scott Gast														
Eliza Thurston														
Desiree Thompson														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														
Ali Pardo														
Ben Williamson														



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

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## Bi-Weekly Payroll Memo -- 31 Jan to 13 Feb

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William Harrison (b) (6)

Fri, Feb 12, 2021 at 12:05 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Good afternoon – attached please find the GSA Payroll Memo for the 31 Jan to 13 Feb Pay Period.

Please let me know if you have any questions.

Thanks,

Beau Harrison



**Jan 31 to Feb 13 -- GSA Payroll Memo.pdf**

94K



February 12, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo:

**Ben Williamson** (Joined 1 Feb)

**Ali Pardo** (Joined 1 Feb)

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump

Name	1/31 Sun	2/1 Mon	2/2 Tue	2/3 Wed	2/4 Thur	2/5 Fri	2/6 Sat	2/7 Sun	2/8 Mon	2/9 Tue	2/10 Wed	2/11 Thur	2/12 Fri	2/13 Sat
Dan Scavino	(b) (6)													
Molly Michael														
Nicholas Luna														
Beau Harrison														
Stephen Miller														
Hayley D'Antuono														
Marcia Kelly														
Scott Gast														
Eliza Thurston														
Desiree Thompson														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														
Ali Pardo														
Ben Williamson														



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

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## Biweekly Memo for Payroll Due

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William Harrison (b) (6)

Fri, Jan 29, 2021 at 9:22 AM

To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Updated version attached - thank you!

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Date:** Friday, January 29, 2021 at 9:20 AM

**To:** William Harrison (b) (6)

**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

**Subject:** Re: Biweekly Memo for Payroll Due

Good morning Beau,

Can you please send us an updated version of the memo with everyone starting on 1/20?

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Thu, Jan 28, 2021 at 2:35 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Thanks, Beau! We will get this over to payroll.

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

W: (b) (6)

On Thu, Jan 28, 2021 at 2:27 PM William Harrison (b) (6) wrote:

Hey guys – attached please find the GSA Payroll Memo for the pay period 1/17 – 1/30.

Please let me know if you have any questions.

Thanks,

Beau

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**From:** Kaitlyn Schneider - QMDDD <[kaitlyn.schneider@gsa.gov](mailto:kaitlyn.schneider@gsa.gov)>

**Date:** Wednesday, January 27, 2021 at 2:18 PM

**To:** William Harrison (b) (6)

**Cc:** Kathy Geisler - WPXP <[kathleen.geisler@gsa.gov](mailto:kathleen.geisler@gsa.gov)>

**Subject:** Biweekly Memo for Payroll Due

Good afternoon Beau,

Per the instructions in the Outgoing Transition Staffing Informational Overview that was provided, GSA will require a biweekly memo to report staffing time.

GSA will require that the Transition Team designee provide a biweekly memorandum identifying those employees who are required to be compensated for work performed during the pay period and should list the days for which the employee should be paid. This memorandum needs to be submitted to GSA no later than 12:00PM on the last “Time Card Certification Date” noted on the 2021 Payroll Calendar. This is generally every other Tuesday identified with a yellow pentagon on the calendar and changes with holidays as noted on the calendar. This memorandum is required for audit, accounting and record keeping purposes.

A sample memorandum can be found on page 8 in the attached document.

Please let me know if you have any questions.

Can you please submit for the pay period 1/17/21 - 1/30/21 no later than COB Monday.



Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)



**Jan 17 to Jan 30 -- GSA Payroll Memo.pdf**

136K



January 27, 2021

To Whom It May Concern,

The Office of Outgoing President Donald J. Trump requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Additions since last memo: NONE

Departures since last memo: NONE

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Name	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Dan Scavino	(b) (6)													
Molly Michael														
Nicholas Luna														
Beau Harrison														
Stephen Miller														
Hayley D'Antuono														
Marcia Kelly														
Scott Gast														
Eliza Thurston														
Desiree Thompson														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														
(b) (6)														

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison  
Deputy Chief of Staff for Operations  
Office of President Donald J. Trump



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**Request: IT Devices and Equipment for Outgoing POTUS' Office**

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**Kaitlyn Schneider - QMDDD** <kaitlyn.schneider@gsa.gov>

Fri, Jan 15, 2021 at 4:37 PM

To: "Harrison, William B. EOP/WHO" (b) (6)

Cc: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;, Erik Simmons - IDT &lt;erik.simmons@gsa.gov&gt;, "Michael, Molly A. EOP/WHO" (b) (6)

Good evening Beau,

Do you have any open time on Tuesday to talk through some of the IT requirements and options with Kathy, Erik, and I? It looks like we have some openings between 9-10:45, noon-1, and after 4pm.

On another note and just a heads up - there has been significant progress on the staffing paperwork. There are only four individuals that have not reached out to our HR office at this time.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Fri, Jan 15, 2021 at 1:51 PM Harrison, William B. EOP/WHO (b) (6) wrote:

Kathy, Kaitlyn, and Erik – could we please go ahead and make the request for:

**Cellphones:**

- 12 x (b) (5)

**Laptops:**

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

**VOIP Phones:**

- 10 x (b) (5)

**Monitors (for Florida Office):**

- 10 x (b) (5) USB-C Monitor (b) (5)

**Printers (for Florida Office):**

- 2 x HP (b) (5) Enterprise Printer
- 1 x HP (b) (5) Enterprise Printer

Please let me know if you have any questions.

Thanks,

Beau Harrison



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**Re: Out of the Office RE: Correspondence Director // GSA -- Intro**

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**Erik Simmons - IDT** <erik.simmons@gsa.gov>

Tue, Jan 19, 2021 at 3:55 PM

To: "Harrison, William B. EOP/WHO" (b) (6)

Cc: "Sayle, Desiree Thompson T. EOP/WHO" (b) (6), "Porter, Madison F. EOP/WHO"

(b) (6) Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;, Beth Anne Killoran - ID &lt;beth.killoran@gsa.gov&gt;, Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;, Brian Muolo &lt;brian.muolo@gsa.gov&gt;, (b) (6)

Beau,

Thanks. We will gather the mice, keyboards, and docking stations for the 10 Florida locations as well.

Thanks.

Erik

On Tue, Jan 19, 2021, 4:44 PM Harrison, William B. EOP/WHO (b) (6) wrote:

Ok let's please move forward with those devices – and anything we could do to expedite the process would be great.

And yes – we will request USB-Connection, mice, and keyboards for the 10 workstations in Florida.

Thanks,

Beau

**From:** Erik Simmons - IDT <erik.simmons@gsa.gov>**Sent:** Tuesday, January 19, 2021 3:32 PM**To:** Harrison, William B. EOP/WHO (b) (6)**Cc:** Sayle, Desiree Thompson T. EOP/WHO (b) (6); Porter, Madison F. EOP/WHO

(b) (6); Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;; Beth Anne Killoran - ID &lt;beth.killoran@gsa.gov&gt;; Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;; Brian Muolo &lt;brian.muolo@gsa.gov&gt;

**Subject:** Re: Out of the Office RE: Correspondence Director // GSA -- Intro

Beau,

In addition, do you require docking stations, mice, and keyboards for the 10 FL users?

Please advise.

Thanks.

Erik

On Tue, Jan 19, 2021 at 3:17 PM Erik Simmons - IDT <erik.simmons@gsa.gov> wrote:

Beau,

The estimated delivery date is 3/1/21 (approx 30 days after receipt of order (estimating order receipt on 1/21/21)). We can see if that date can be improved, but I wanted to provide you with the latest information.

Please let me know if you have any questions.

Thanks.

Erik

On Tue, Jan 19, 2021 at 1:35 PM Erik Simmons - IDT <erik.simmons@gsa.gov> wrote:

Ok...we will proceed with the (b) (5)

Thanks.

Erik

On Tue, Jan 19, 2021 at 1:24 PM Harrison, William B. EOP/WHO (b) (6) wrote:

Thanks Erik – I just talked this over with our IT folks here, and we'd like to stick with the request for the (b) (5)

Thanks,

Beau

**From:** Erik Simmons - IDT <erik.simmons@gsa.gov>

**Sent:** Tuesday, January 19, 2021 1:23 PM

**To:** Harrison, William B. EOP/WHO (b) (6)

**Cc:** Sayle, Desiree Thompson T. EOP/WHO (b) (6); Porter, Madison F. EOP/WHO (b) (6); Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>;

Beth Anne Killoran - ID <beth.killoran@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Subject:** Re: Out of the Office RE: Correspondence Director // GSA -- Intro

Beau,

Attached is the (b) (5) specification that we discussed. We have the newer (b) (5) that we can provide as well which mirror's this specification.

Please let me know if this will work for you. We already have these units in house and can provide them early next week.

Thanks.

Erik

On Tue, Jan 19, 2021 at 11:54 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Beau,

Updating the invite now.

Best,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Tue, Jan 19, 2021 at 10:53 AM Harrison, William B. EOP/WHO (b) (6) wrote:

Apologies – could we push this to 12:15pm? (b) (5)

Thanks,

Beau

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Sent:** Tuesday, January 19, 2021 11:51 AM

**To:** Sayle, Desiree Thompson T. EOP/WHO (b) (6)

**Cc:** Harrison, William B. EOP/WHO (b) (6); Erik Simmons - IDT

<erik.simmons@gsa.gov>; Porter, Madison F. EOP/WHO (b) (6);  
Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Beth Anne Killoran - ID  
<beth.killoran@gsa.gov>  
**Subject:** Re: Out of the Office RE: Correspondence Director // GSA -- Intro

Desiree,

It is on Google Hangouts. You can call in though.

Best,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Tue, Jan 19, 2021 at 10:49 AM Sayle, Desiree Thompson T. EOP/WHO  
(b) (6) wrote:

That would be great! Is it a meeting in person or on the phone?

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Sent:** Tuesday, January 19, 2021 11:45 AM  
**To:** Sayle, Desiree Thompson T. EOP/WHO (b) (6); Harrison, William B.  
EOP/WHO (b) (6)  
**Cc:** Erik Simmons - IDT <erik.simmons@gsa.gov>; Porter, Madison F. EOP/WHO  
(b) (6); Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Beth  
Anne Killoran - ID <beth.killoran@gsa.gov>  
**Subject:** Re: Out of the Office RE: Correspondence Director // GSA -- Intro

Desiree,

Our IT office is meeting with Beau at noon. I can add you to the invite.

Best,

Kaitlyn

**Kaitlyn Schneider**



Presidential Transition Support Team

U.S. General Services Administration

W: (b) (6)

On Tue, Jan 19, 2021 at 10:04 AM Sayle, Desiree Thompson T. EOP/WHO

(b) (6) wrote:

Erik, are you available at noon?

**From:** Erik Simmons - IDT <erik.simmons@gsa.gov>

**Sent:** Monday, January 18, 2021 6:28 PM

**To:** Sayle, Desiree Thompson T. EOP/WHO (b) (6)

**Cc:** Porter, Madison F. EOP/WHO (b) (6); Kathy Geisler - WPXP

<kathleen.geisler@gsa.gov>; Beth Anne Killoran - ID <beth.killoran@gsa.gov>; Kaitlyn

Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Subject:** Re: Out of the Office RE: Correspondence Director // GSA -- Intro

Sure, what time?

On Mon, Jan 18, 2021, 6:14 PM Sayle, Desiree Thompson T. EOP/WHO

(b) (6) wrote:

Will tomorrow morning work?

**From:** Erik Simmons - IDT <erik.simmons@gsa.gov>

**Sent:** Monday, January 18, 2021 3:31 PM

**To:** Sayle, Desiree Thompson T. EOP/WHO (b) (6)

**Cc:** Porter, Madison F. EOP/WHO (b) (6); Kathy Geisler - WPXP

<kathleen.geisler@gsa.gov>; Beth Anne Killoran - ID <beth.killoran@gsa.gov>; Kaitlyn

Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

**Subject:** Re: Out of the Office RE: Correspondence Director // GSA -- Intro

Desiree,

Please give me a call when you get an opportunity.

Thanks.

Erik (b) (6)

On Mon, Jan 18, 2021, 2:20 PM Sayle, Desiree Thompson T. EOP/WHO

(b) (6) wrote:

Erik, I wanted to touch base as Director of Correspondence for the Trump Transition team. We currently use IQ and I'm not sure if that is something I can discuss as far as database needs. Additionally, I know that Madison and I will need assets as soon as possible. Is there a way to connect with you before the 20th?

Desiree Thompson Sayle

Deputy Assistant to the President and

Director of Presidential Correspondence

The White House

EEOB 402

(b) (6)

**From:** Erik Simmons - IDT <[erik.simmons@gsa.gov](mailto:erik.simmons@gsa.gov)>

**Sent:** Friday, January 15, 2021 3:30 PM

**To:** Sayle, Desiree Thompson T. EOP/WHO (b) (6)

**Subject:** Out of the Office RE: Correspondence Director // GSA -- Intro

I'm currently out of the office. If you have any urgent questions, please contact Anne Marie Davis ([annemarie.davis@gsa.gov](mailto:annemarie.davis@gsa.gov)) or Sherry Payne ([sherry.payne@gsa.gov](mailto:sherry.payne@gsa.gov)).

I will be monitoring email from time to time and will respond to any urgent requests.

Thanks.

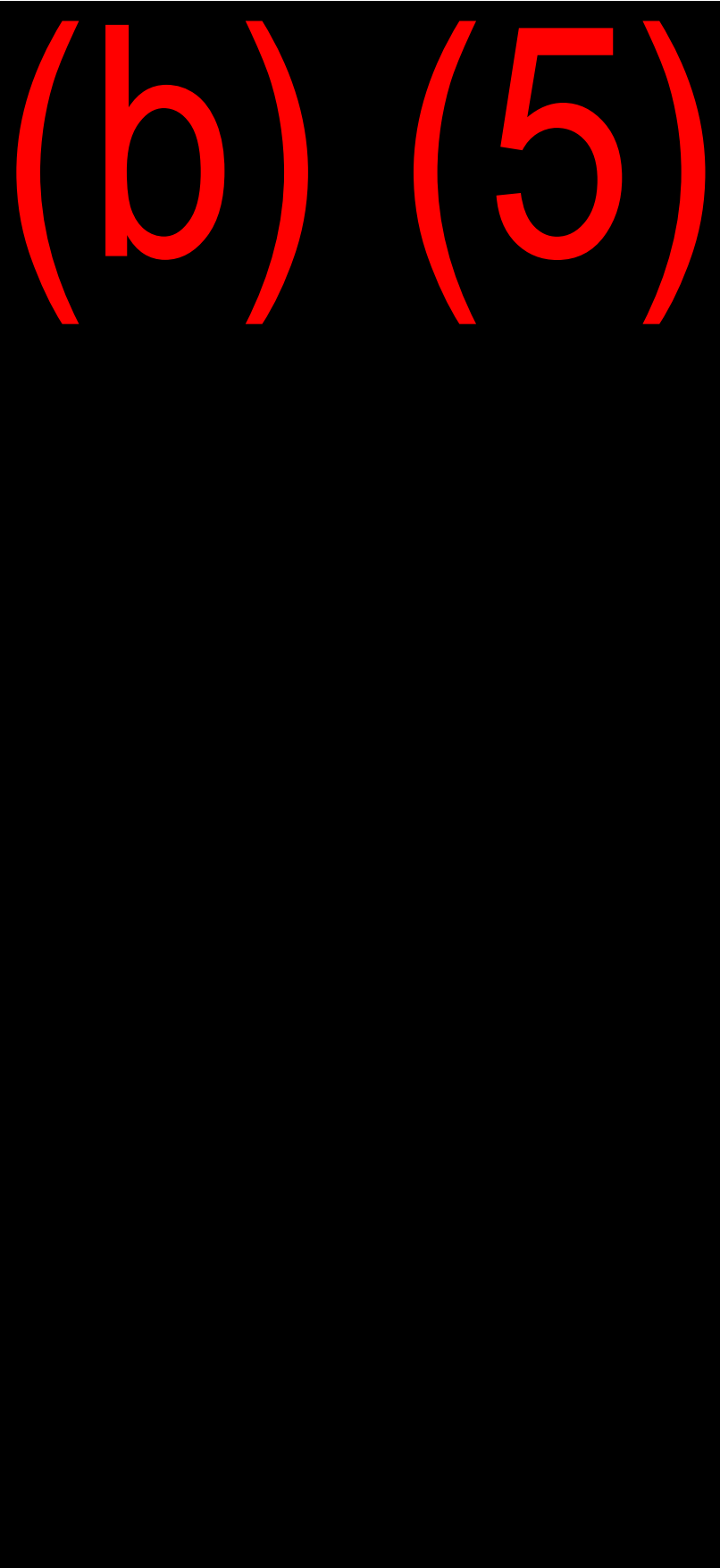
Erik

(b) (5)

BILL OF MATERIALS

(b) (5)

(b) (5)



(b) (5)



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

---

**Approval for the Move Contract from 20 Massachusetts to One Potomac Yard**

---

William Harrison (b) (6) Fri, Jan 29, 2021 at 10:32 AM  
To: Jonah Wainwright (b) (6) Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Approved – thank you

---

**From:** Jonah Wainwright (b) (6)  
**Date:** Friday, January 29, 2021 at 11:01 AM  
**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Cc:** William Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>  
**Subject:** Re: Approval for the Move Contract from 20 Massachusetts to One Potomac Yard

I approve the contract and split the cost in half.

Thanks,

Jonah Wainwright

(b) (6)

On Fri, Jan 29, 2021 at 10:13 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Beau and Jonah ---

Attached is the proposal for the move contract for this Sunday. I will need your approval to move forward. My recommendation is to split the cost in half.

Once you approve, I'll have the contracting officer review and award the contract.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



T P M G R O U P

January 28<sup>th</sup>, 2021

Cheryl D. Williams  
GSA-Presidential Transition Support Team

1401 Constitution Ave NW

Washington DC 20270

Dear Cheryl,

Tyson Project Management Group LLC is please to submit our response to GSA - Presidential Transition Support Team.

Tyson Project Management Group, LLC (TPM Group) is an 8(a) and HUBZone SBA certified, minority owned, full-service relocation and logistics company operating since 2009. TPM is uniquely qualified to provide superior expertise, execution and value for recurring moving, logistics, and related services.

**Proposal POC**

(b) (6)

Vice President, Operations

TPM Group, LLC

**DUNS Number: 830222209**

**Location Address and Phone Number**

1220 12<sup>th</sup> Street SE Suite G80

Washington DC 20003-3732

(b) (6) (o) (b) (6) (c)

**Tax ID Number: 26-4539879**

Should there be any questions regarding this proposal, please do not hesitate to contact me anytime at (b) (6)

[@tysonpmgroup.com](mailto:(b)(6)@tysonpmgroup.com)

*Calvin Trivers*

(b) (6)

Vice President, Operations

TPM Group

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### Move Scope:

Relocate OPTUS offices and outgoing VP offices from 20 Mass Ave NW to 2777 Crystal Drive Arlington VA.

### **OPOTUS**

(4) desk chairs

(1) conference table

(10) conference table chairs

(4) desk sets with cadenzas, bookshelf, and lateral file cabinets

(1) Round table with 4 chairs

(1) sofa

4 (at least 5 more if we can find them) metal shelving units.

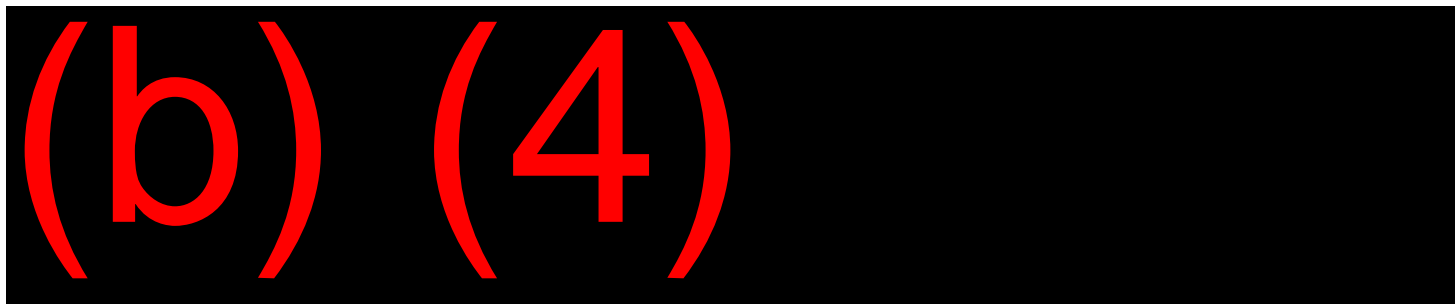
2 push carts

1 locking cabinet

## Outgoing VP

Refrigerator (Large)	2
Table (6ft works)	1
Chair	4
Waste Bin	10
Desk	10
Desk Chair	10
Soft Chairs	8
Coffee Table	2
Floor Lamp	1
Coat Tree	1
Executive Desk	2
Executive Desk Chair	2
Credenza	2
End Tables	4
Bookcase	3
Conference Tables (9ft tables)	2
Conference Chairs	15
Portable Standing desk units	4
File Cabinet	8
Table (small round)	1
Chair	4

Pricing proposal for Sunday 1/30/21 move from Mass Ave.



Approved By \_\_\_\_\_ Date \_\_\_\_\_

Terms Net 30



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Multi-Function Xerox Printers

---

William Harrison (b) (6) Mon, Feb 1, 2021 at 3:04 PM  
To: Jonah Wainwright (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Good here – thank you

---

**From:** Jonah Wainwright (b) (6)  
**Date:** Monday, February 1, 2021 at 4:03 PM  
**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Cc:** Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Subject:** Re: Multi-Function Xerox Printers

Approved, please proceed.

On Mon, Feb 1, 2021 at 4:02 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah and Beau ---

The move cost for relocating 2 printers to One Potomac Yard is \$567. A 50/50 split is \$198. We are trying to schedule the move by Friday, February 5. Xerox needs 5 days notification.

Please let me know if this is approved and then we will work on the credit card transaction.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)





Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**UPS (Uninterrupted Power Supply) for One Potomac Yard**

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Beau Harrison (b) (6)

Thu, Feb 11, 2021 at 3:55 PM

To: Jonah Wainwright (b) (6)

Cc: Erik Simmons - IDT &lt;erik.simmons@gsa.gov&gt;, Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;, Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Approved - thank you

On Feb 11, 2021, at 3:24 PM, Jonah Wainwright (b) (6) wrote:

Understood, this is approved.

On Thu, Feb 11, 2021 at 1:28 PM Erik Simmons - IDT &lt;erik.simmons@gsa.gov&gt; wrote:

Jonah,

We found a less expensive source for this equipment; therefore, it was not included in the original cabling quote. We just received the quote this week so this is why you are just getting this information.

Thanks.

Erik

On Thu, Feb 11, 2021 at 1:25 PM Jonah Wainwright (b) (6) wrote:

Why was this cost not included in the original quote?

Thanks,  
Jonah

On Thu, Feb 11, 2021 at 1:23 PM Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt; wrote:

Beau and Jonah ---

Once the cabling is completed, we will need to install a UPS. The cost to purchase is \$1,591.95. This would be split 50/50 which is \$795.98. I'd like to get approval to move forward with this purchase.

Please let me know as soon as possible so we can purchase by tomorrow.

Thank you, Kathy

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(b) (6) (desk)  
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

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## Budget Estimate as of 3-5-21

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**Kaitlyn Schneider - QMDDD** <kaitlyn.schneider@gsa.gov>

Fri, Mar 5, 2021 at 4:12 PM

To: William Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Good afternoon Beau,

Attached is your budget estimate as of 3/5/21.

Please let us know if you have any questions.

Best,  
Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)



**Outgoing President Budget Estimate as of 3-5-21.xlsx**

229K





Salary and Benefits Cost Estimating File

EOP Data Entry								GSA Calculated Fields			
Employee (Count)	Name	Title	Duty Station	Annual Salary (Max of \$172,500)	Current Federal Employee Moving Immediately to Outgoing Office? (Y/N)	Estimated Start Date <i>May not be before:</i> 12/21/2020	Estimated End Date <i>May not be after:</i> 7/21/2021	Estimated Salary Cost for Outgoing Period	Eligible for Benefits? (Y/N Calculated Field)	Estimated Benefits Costs (35%)	Total Salary and Benefits Cost
	1 Dan Scavino	Communications Director	Palm Beach, FL	\$172,500.00	Y	1/20/2021	7/21/2021	\$ 86,013.70	Y	\$ 30,104.79	\$ 116,118.49
	2 Molly Michael	Chief of Staff	Palm Beach, FL	\$170,000.00	Y	1/20/2021	7/21/2021	\$ 84,767.12	Y	\$ 29,668.49	\$ 114,435.62
	3 Nicholas Luna	Deputy Chief of Staff for Policy and Personnel	Palm Beach, FL	\$170,000.00	Y	1/20/2021	7/21/2021	\$ 84,767.12	Y	\$ 29,668.49	\$ 114,435.62
	4 Beau Harrison	Deputy Chief of Staff for Operations	Palm Beach, FL	\$160,000.00	Y	1/20/2021	7/21/2021	\$ 79,780.82	Y	\$ 27,923.29	\$ 107,704.11
	5 Stephen Miller	Advisor	Arlington, VA	\$160,000.00	Y	1/20/2021	7/21/2021	\$ 79,780.82	Y	\$ 27,923.29	\$ 107,704.11
	6 Hayley D'Antuono	Chief of Staff to the Former First Lady	Palm Beach, FL	\$160,000.00	Y	1/20/2021	7/21/2021	\$ 79,780.82	Y	\$ 27,923.29	\$ 107,704.11
	7 Marcia Kelly	Advisor to the Former First Lady	Palm Beach, FL	\$150,000.00	Y	1/20/2021	7/21/2021	\$ 74,794.52	Y	\$ 26,178.08	\$ 100,972.60
	8 Scott Gast	Ethics Counsel	Arlington, VA	\$150,000.00	Y	1/20/2021	4/1/2021	\$ 29,178.08	Y	\$ 10,212.33	\$ 39,390.41
	9 Eliza Thurston	Executive Assistant / Director of Scheduling	Palm Beach, FL	\$145,000.00	Y	1/20/2021	7/21/2021	\$ 72,301.37	Y	\$ 25,305.48	\$ 97,606.85
	10 Desiree Thompson	Director of Correspondence	Arlington, VA	\$135,000.00	Y	1/20/2021	7/21/2021	\$ 67,315.07	Y	\$ 23,560.27	\$ 90,875.34
	11 (b) (6)	Personal Aide	Palm Beach, FL	\$120,000.00	Y	1/20/2021	7/21/2021	\$ 59,835.62	Y	\$ 20,942.47	\$ 80,778.08
	12 (b) (6)	Communications Director to the Former First Lady	Arlington, VA	\$100,000.00	Y	1/20/2021	7/21/2021	\$ 49,863.01	Y	\$ 17,452.05	\$ 67,315.07
	13 (b) (6)	Coordinator	Arlington, VA	\$90,000.00	Y	1/20/2021	4/1/2021	\$ 17,506.85	Y	\$ 6,127.40	\$ 23,634.25
	14 (b) (6)	Press Assistant	Palm Beach, FL	\$90,000.00	Y	1/20/2021	7/21/2021	\$ 44,876.71	Y	\$ 15,706.85	\$ 60,583.56
	15 (b) (6)	Administrative Assistant to the Former First Lady	Palm Beach, FL	\$90,000.00	Y	1/20/2021	7/21/2021	\$ 44,876.71	Y	\$ 15,706.85	\$ 60,583.56
	16 Ali Pardo		Arlington, VA	\$150,000.00	N	2/1/2021	2/27/2021	\$ 10,684.93	N	\$ -	\$ 10,684.93
	17 Ben Williamson		Arlington, VA	\$150,000.00	N	2/1/2021	2/27/2021	\$ 10,684.93	N	\$ -	\$ 10,684.93
	18							\$ -	N	\$ -	\$ -
	19							\$ -	N	\$ -	\$ -
	20							\$ -	N	\$ -	\$ -
Total								\$ 976,808.22		\$ 334,403.42	\$ 1,289,841.78



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Multi-Function Xerox Printers

---

William Harrison (b) (6) Mon, Feb 1, 2021 at 3:04 PM  
To: Jonah Wainwright (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Good here – thank you

---

**From:** Jonah Wainwright (b) (6)  
**Date:** Monday, February 1, 2021 at 4:03 PM  
**To:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Cc:** Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Subject:** Re: Multi-Function Xerox Printers

Approved, please proceed.

On Mon, Feb 1, 2021 at 4:02 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah and Beau ---

The move cost for relocating 2 printers to One Potomac Yard is \$567. A 50/50 split is \$198. We are trying to schedule the move by Friday, February 5. Xerox needs 5 days notification.

Please let me know if this is approved and then we will work on the credit card transaction.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)





Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Stationery Order

---

Desiree Thompson (b) (6)

Fri, Feb 19, 2021 at 2:56 PM

To: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;, William Harrison (b) (6)

Cc: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;, Cheryl Williams - WPMABH &lt;cheryl.d.williams@gsa.gov&gt;

No problem, below:

(b) (6)

President | Artisan 2

m: (b) (6)

t: (b) (6)

e: (b) (6) @artisan2inc.com

[www.artisan2inc.com](http://www.artisan2inc.com)

Desiree Thompson Sayle

(b) (6)

(b) (6)

---

**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>**Sent:** Friday, February 19, 2021 3:42 PM**To:** William Harrison (b) (6)**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Desiree Thompson (b) (6);  
Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>**Subject:** Re: Stationery Order

Good afternoon Beau,

We will pass this along for approvals and follow up if we need anything else.

Desiree - can you please pass along the contact information you have for the sales POC you have been working with?

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Fri, Feb 19, 2021 at 2:21 PM William Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – wanted to pass the attached invoice for Stationery over to you guys so that we can go ahead and start the purchasing process.

Desiree has been working with the Stationery Company to come up with exactly what we need, and we're ready to go ahead and make the purchase!

Please let us know what else is needed.

Thanks,

Beau Harrison

**Artisan 2, Inc.**4313 Wheeler Avenue  
Alexandria, VA 22304**Invoice**

Date	Invoice #
2/19/2021	202117834

Bill To
The Office of Donald J Trump 1100 S Ocean Blvd. Palm Beach, Florida 33480 ATTN: Desiree Sayle

Now accepting Major Credit Cards and Venmo:  
(3% passthrough fee on all credit card charges)  
Custom Dies are stored for 3 years.

P.O. Number	Job No.	Job Name	Terms	Send Invoice Via
		DJT&MT Stationery Package	Net 30	EMAIL

Quantity	Item Code	Description	Amount
14,500	Cards	DJT Black Font Stationery - A-8 Cards w/ A8 Envelopes & Executive & Monarch Letterhead - Engrave	(b) (4)
6,500	Cards	MT Gold Seal - A-6 Cards w/ A6 Envelopes & Executive & Monarch Letterhead - Engrave; DJT & MT Joint Executive Letterhead - Engrave	
17,500	Cards	Principles A8 Cards w/ A8 Envelopes - Engrave	
7,750	Cards	Misc. Special & Kraft Envelopes & A-6 Cards w/ A6 Envelope - Engrave	

--

**Total** \$34,775.94**Balance Due** \$34,775.94



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

---

## Follow up items

---

William Harrison (b) (6)  
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Cc: Desiree Sayle (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Tue, Feb 23, 2021 at 5:13 PM

Could we please start with \$5,000 added to the Stamps.com account?

Thanks,

Beau

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]  
Sent: Tuesday, February 23, 2021 3:54 PM  
To: William Harrison (b) (6)  
Cc: Desiree Sayle (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>  
Subject: Re: Follow up items

What amount do you want to start with?

On Tue, Feb 23, 2021 at 2:35 PM William Harrison (b) (6) wrote:

Thank you Kathy – could we please go ahead and add funds to the Stamps.com account?

From: Kathy Geisler - WPXP [mailto:kathleen.geisler@gsa.gov]  
Sent: Tuesday, February 23, 2021 12:57 PM  
To: William Harrison (b) (6)  
Cc: Desiree Sayle (b) (6); Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>  
Subject: Follow up items

Beau ---

I wanted to follow up on a few items.

1. Comcast is having a project meeting Thursday afternoon so I hope to have a better date for connectivity on Friday.
2. Want to check that your Stamps.com and UPS accounts are active and you are able to access. Do you want to add funds to your Stamps.com account? We can add funds so you can use it at any time.

3. Stationary purchase is being processed. Will let you know when that is complete and an estimated delivery date.

Thank you, Kathy

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Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

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Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)





Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Supplies Order -- ULine

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William Harrison (b) (6)  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Mar 1, 2021 at 3:55 PM

Thank you Kaitlyn – these items will be used for the storage of documents and newspapers!

Thanks,

Beau

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**From:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
**Date:** Monday, March 1, 2021 at 4:53 PM  
**To:** William Harrison (b) (6)  
**Cc:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Subject:** Re: Supplies Order -- ULine

Good afternoon Beau,

Can you please send over what these items will be used for so we can send the request along for approvals?

Thank you,

Kaitlyn

**Kaitlyn Schneider**

Presidential Transition Support Team

U.S. General Services Administration

w: (b) (6)

On Mon, Mar 1, 2021 at 2:02 PM William Harrison (b) (6) wrote:

Hey Kathy and Kaitlyn – could we please place an order for the supplies listed below:

- 13 Inch x 16 Inch – 4 Mil Industrial Poly Bags

Quantity: 1,000

Link: <https://www.uline.com/Product/Detail/S-2647/Flat-Poly-Bags/13-x-16-4-Mil-Industrial-Poly-Bags>

- 26 Inch x 19 Inch x 14 Inch – Clear Industrial Totes

Quantity: 30

Link: <https://www.uline.com/Product/Detail/S-23361/Totes-Plastic-Storage-Boxes/Clear-Industrial-Totes-26-x-19-x-14>

Please let me know if you have any questions.

Thanks,

Beau Harrison